



**FOOTBALL  
QUEENSLAND**

# **MyFootballClub Set Up 2018**

## **Club Set Up - Our Details**

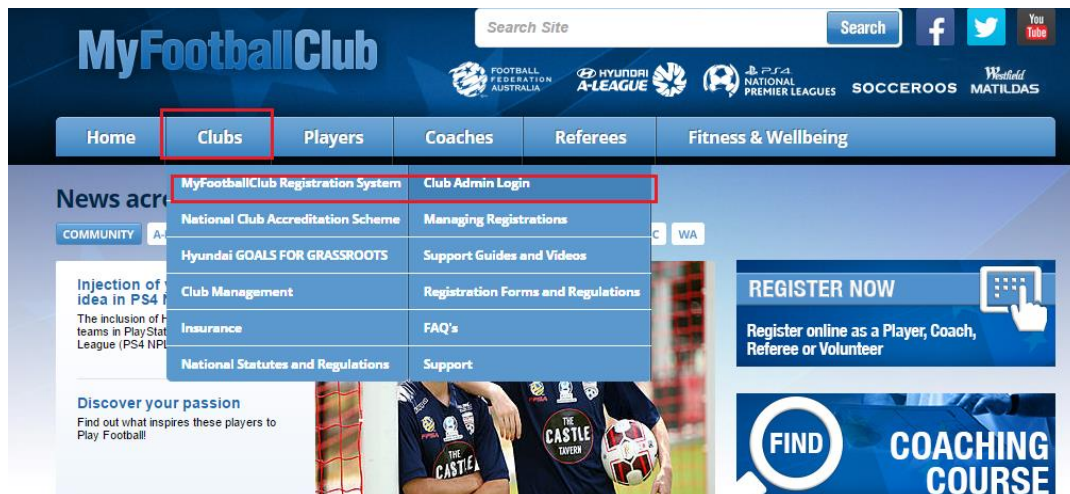
## How To Set Up Your Club in 2018 – Our Details

Prior to Club Setup we advise that you determine the following:

- Do you intend to allow your players to pay online?
- What is your age group and fee structure for the season?
- How will you communicate the process of registration to your players?
- We recommend you nominate a primary user at your club, who will set up the club in the system, generally oversee registrations, and become the first point of contact for issues at your club.
- How many registrars should have access to the system, and what are their roles within the system?
- Do you have an FFA number and have you been given access to your club in MyFootballClub?
- If not – Talk to your Zone/Competition Administrator who can provision that for you.

### Step 1

- Log on to the MyFootballClub online registration system. The first step is to login to the administration screen. On the MyFootballClub homepage, hover over Clubs/MyFootballClub Registration System/Club Admin Login



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- Then Enter your FFA number and Password

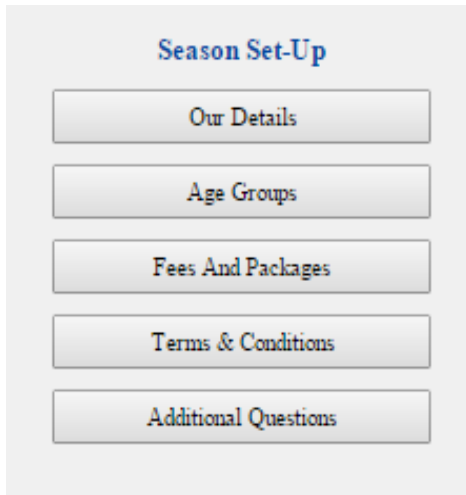


FFA No. \*:   
 Password:

[Login](#)

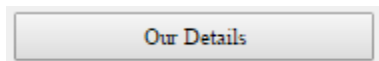
## Step 2 - Season Set-Up Page

The following screen is the list of set up options required in Season Set Up. A brief overview of each section is provided below.



|                               |   |
|-------------------------------|---|
| <b>Our Details</b>            | Maintain club contact details   |
| <b>Age Group</b>              | Manage the age groups in your Club that are used when setting up registration packages              |
| <b>Fees &amp; Packages</b>    | Manage your Club's registration packages including creating additional Items and discount packages. |
| <b>Terms &amp; Conditions</b> | Manage terms and conditions that your players must accept   |
| <b>Additional Questions</b>   | Additional questions you would like players to answer   |

### Mandatory Steps for MyFootballClub



These details are only viewable by your Club registrars, the staff at Football Queensland and your Zone who will use this information to contact your Club. You are also able to enter club location details for the club finder on the MyFootballClub website.

Therefore the accuracy of the data entered is important.

### Section 1: Primary Details

Mandatory fields in this section are highlighted with an \*, however we would encourage you to complete this section as fully as possible. Please complete mailing address if this is different from

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your street address. NOTE – **Ensure you select Your Street Address as default address** to ensure your location is listed on Club Finder correctly.

| Primary Details   | Bank Details        | Our Contacts   | Club Finder                            |
|---|---------------------|--|--|
| Name  | Football Queensland | Number   | §                                      |
| Trading As  | Football Queensland | Yr Established   |  |
| ABN   | 83 063 925 333      | Registered for GST   | <input type="checkbox"/>               |
|   |                     | GST Number   |  |
| <b>Street Address</b><br>* Address 1: 187 Meakin Road<br>Address 2: Meakin Park<br>* Suburb: SLACKS CREEK<br>* Post Code: 4127<br>* State: Queensland |                     | <b>Mailing Address</b><br>* PO Box: 79<br>* KINGSTON<br>* 4114<br>* Queensland                     |  |
| <input type="checkbox"/> Set this as our default address  |                     | <input type="checkbox"/> Set this as our default address   |  |
|   |                     | STD: 07<br>Local Number: 32082677  | * Office: 07<br>Local Number: 32904351 |
|   |                     | Website: <a href="http://www.footballqueensland.com.au/">http://www.footballqueensland.com.au/</a> |  |
|   |                     | * Email Address:   |  |
| <input type="button" value="Exit"/>   |                     | <input type="button" value="Save"/>  |  |

## Section 2: Bank Details

1. This section includes your clubs bank account details which is only used by Football Queensland for any Refunds or Rebates. By updating these fields does NOT mean you update the details for Online Payments. See **1** below.
2. If you have Online Payments already enabled – payments automatically go to the details originally provided. If you have changed Bank Accounts you must advise us - See **2** below.
3. If you do not have Online Payment enabled then See **2** below

| Primary Details  | Bank Details                          | Our Contacts | Club Finder         |
|--|---------------------------------------|--------------|---------------------|
| <b>1</b>   | Bank: National Australia Bank         |              | GST                 |
|  | Account Name: Football Queensland Ltd |              | Online Pa<br>Enable |
|  | Account BSB: x                        |              |                     |
|  | Account Number: x                     |              | Enable for Self-Re  |
| Please note that these fields are used for verification purposes only. To request online payment setup, or advise FFA of updated bank details, click <a href="#">HERE</a> . <b>2</b> |                                       |              |                     |
| Invoice Message<br>This text will be added to the end of each invoice that is generated via registration. Maximum 500 characters.  |                                       |              |                     |
| <input type="button" value="Pass on Transa"/>  |                                       |              |                     |
| <input type="button" value="Hide Manual Pa"/>  |                                       |              |                     |

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GST Exempt  ~ Select this option if your organisation is NOT registered for GST.

This is for Clubs who are **not** registered for GST

Online Payment Gateway  
 Enabled by FFA  ^ For the FFA to have enabled the Online Payment Gateway your organisation needs to have completed FFA's Online Payment Gateway Usage application form.

Once FFA has enabled your club use of the payment gateway this box will be ticked. This cannot be changed or edited by the club.

Enable for Self-Registration  # This checkbox enables Players using the Self-Registration process to make payments through the Online Payment Gateway.

Once FFA has enabled online payments this box will also be ticked. It is a Football Queensland Policy that all Queensland Clubs will also be required to **offer** an online payment option to their players.

Pass on Transaction Fee  % Ticking this checkbox means that individuals who pay online will incur the transaction fee when paying online. When this checkbox is un-ticked, the club will be absorbing the transaction fee.

All individuals who pay their registration online will incur a 1.8% transaction fee. If this remains un-ticked the club will absorb the fee

instead. Example: If the registration cost is \$100, 1.8% of the fee is \$1.80. If you choose to absorb the cost, you will receive \$98.20. If the fee is passed on, individuals will pay \$101.80 in total.

Hide Manual Payment at Club  + Ticking this checkbox means that people will not see the Manual Payment at Club button during their registration and will be forced to pay online.

This makes online payment mandatory as they won't see the Manual Payment at Club option at all.

### Section 3: Our Contacts

This section will enable you to enter your key club contacts. This at a minimum should include Chairperson/President, Registrar, Secretary and Treasurer.

| Primary Details |        | Bank Details |           | Our Contacts |     |                   | Club Finder    |                                     |            |            |
|-----------------|--------|--------------|-----------|--------------|-----|-------------------|----------------|-------------------------------------|------------|------------|
|                 | FFA No | First Name   | Last Name | Gender       | DOB | Position          | Position Phone | Position Email                      | Valid From | Valid To   |
| Select          | 7886   | Michelle     | Mathewson | Female       | 30/ | Secretary         |                | MichelleM@footballqueensland.com.au | 06/01/2015 | 31/01/2018 |
| Page 1 of 1     |        |              |           |              |     | < Prev > < Next > |                | Total Records 1                     |            |            |

In order to create a club contact click Add New Individual button.

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| Primary Details | Bank Details | Our Contacts | Club Finder |        |                   |                |                                      |            |            |
|-----------------|--------------|--------------|-------------|--------|-------------------|----------------|--------------------------------------|------------|------------|
| FFA No          | First Name   | Last Name    | Gender      | DOB    | Position          | Position Phone | Position Email                       | Valid From | Valid To   |
| Select          | 7886         | Michelle     | Mathewson   | Female | 30/06/1988        | Secretary      | Michelle.M@footballqueensland.com.au | 06/01/2015 | 31/01/2018 |
| Page 1 of 1     |              |              |             |        | < Prev > < Next > |                | Total Records 1                      |            |            |

Add New Individual

Exit

You will be asked to perform a search to check whether the individual is in the system. Enter the individual's details and click the Search button. If the individual already exists, select the record in the list.

**Search Results**

Show All Records

| Select      | FFA No | First Name | Middle Name | Last Name | Known As          | DOB  | Gender          | State      | Individual Status |
|-------------|--------|------------|-------------|-----------|-------------------|------|-----------------|------------|-------------------|
|             |        | Catherine  |             | Ware      |                   | 21/0 | Female          | Queensland | Active            |
| Page 1 of 1 |        |            |             |           | < Prev > < Next > |      | Total Records 1 |            |                   |

If they are not found then click on the Add New Individual button. This will then display the Individual Details page.

|                      |          |              |             |             |          |       |        |
|----------------------|----------|--------------|-------------|-------------|----------|-------|--------|
| * FFA No.            | Title    | * First Name | Middle Name | * Last Name | Known As | * DOB | Gender |
| <input type="text"/> | Generate | Catherine    |             | Ware        |          | 21/0  | Female |

Please Click "Add Role" to Save the Contact

Add Role

Exit

**Add Role** Enter in the details for the person being assigned to the role. Click on Add Role to progress to the next page.



Enter the details for the role and click the Save button.

A screenshot of a web form titled "Add Role" for an "Administrator". The form has a "Position" dropdown menu with a red box around it, containing options: "Select a Position...", "President", "Registrar" (highlighted), "Secretary", "Treasurer", and "Vice President". To the right are "Effective From" and "Effective To" date fields, both with the placeholder "dd/mm/yyyy". Below the dropdown is a text input field. At the bottom are "Exit", "Back", and "Save" buttons.

The individual is now linked to your club as Club Contact. By clicking the **Save** you will return to the Our Details page. You will now see the individual in the Our Contacts list. If you click Exit you will return to the main menu.

### **Removing a Contact**

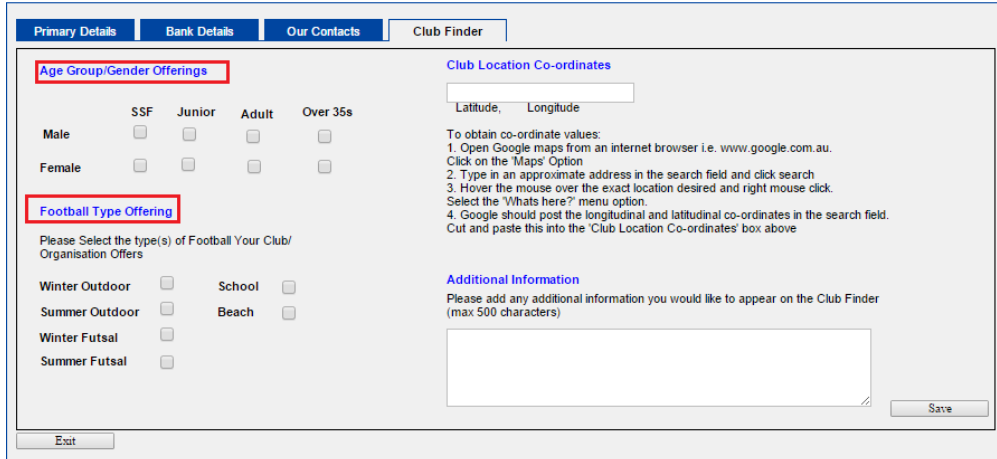
Once a contact is added they cannot be deleted, but you can change the date by entering the date they finished the role in the "Effective To" field.

### **Section 4: Club Finder**

This section will enable you to show a direct link to where your club is located. Below is a screenshot and it details exactly how to set up this section. You must tick the boxes which apply to your clubs, indicating which ages, groups, genders and types of football your club caters to.

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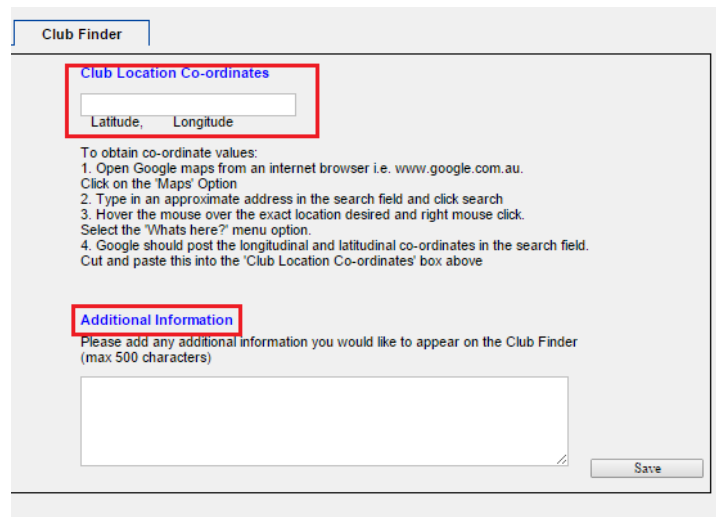




The screenshot shows the 'Club Finder' tab in a web application. It contains several sections:

- Age Group/Gender Offerings:** A grid of checkboxes for Male and Female across four age groups: SSF, Junior, Adult, and Over 35s.
- Football Type Offering:** A section with the instruction 'Please Select the type(s) of Football Your Club/ Organisation Offers' and checkboxes for Winter Outdoor, Summer Outdoor, Winter Futsal, Summer Futsal, School, and Beach.
- Club Location Co-ordinates:** A text input field for 'Latitude, Longitude' with instructions on how to obtain these values using Google Maps.
- Additional Information:** A text area for 'Please add any additional information you would like to appear on the Club Finder (max 500 characters)'.
- Buttons:** 'Exit' and 'Save' buttons are located at the bottom of the form.

There are also instructions on how to gain your club's latitude and longitude through Google Maps so that you can pinpoint your club's location on the Club Finder on the MFC website.



This close-up view highlights two specific sections of the form:

- Club Location Co-ordinates:** Shows the text input field and the detailed instructions for using Google Maps to find the club's location.
- Additional Information:** Shows the text area and the 'Save' button.

You can also enter additional information to be displayed with the club's details. Be sure to click Save on completion.

Note: This will not appear immediately, and is likely to appear the following day – [Click Here to see Club Finder](#)





## Find a Club

Welcome to My Football Club's Find a Club!

You can start the search by entering your postcode, or by entering a club's name and clicking **Search**

Click on the advanced search link to narrow your search even further and to find a Club near you.

3000 **Search**

Postcode/Suburb  Club name [See Advanced Search](#)

- ▶ A) Futsal Plus
- ▶ B) South Melbourne FC
- ▶ C) South Yarra SC
- ▶ D) Melbourne University Soccer Club
- ▶ E) FC Birrarung
- ▼ F) Carlton Youth FC

**Location**  
Address: 248 Rathdowne Street  
Suburb: Carlton  
Postal Code: 3053

**More Information**

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